

## Expression of Interest: Casual School Administrative Assistant

**School/Location:** Anglophone North School District (ASDN)

**Union:** CUPE Local 2745

**Job Type:** Casual, On-call

**Salary:** \$32.98 + 4% vacation pay

**Hours:** Up to 36.25 Hours per Week (Shifts available Monday to Friday)

**Location:** Opportunities will be distributed between ASDN schools

### Overview:

Anglophone North School District is seeking expressions of interest from individuals interested in joining our team as a **Casual School Administrative Assistant**. This is an on-call, casual position ideal for individuals seeking flexible work opportunities within a school setting. As a Casual School Administrative Assistant, you will provide administrative support to school staff, assisting in the smooth operation of the school office and contributing to a positive learning environment for students.

### Key Responsibilities:

- Provide clerical and administrative support to school staff and administrators.
- Answer phones, respond to emails, and assist with general office inquiries.
- Maintain student records and ensure they are up to date.
- Prepare and process correspondence, reports, and other documentation.
- Assist with school events and activities as needed.
- Ensure the school office is organized and operating efficiently.
- Handle student attendance records and related data entry.
- Communicate with parents, staff, and students in a professional manner.

### Qualifications:

- Post-secondary training and/or experience in a related field such as Administrative Assistant, Executive Assistant, Administrative Professional.
- Strong communication and organizational skills.
- Proficient in Microsoft Office Suite and other office-related software.
- Ability to work effectively both independently and as part of a team.
- Ability to adapt to changing tasks and responsibilities.
- Previous experience working in an educational environment is considered an asset.
- Criminal record check and vulnerable sector check will be required.

### Additional Requirements:

- **Selected candidates will be required to complete on-site testing to assess their proficiency in Microsoft Office** (Word, Excel, etc.). Testing sites are available in Miramichi, Bathurst and Dalhousie.
- The testing is **timed** to assess efficiency and accuracy under pressure.

### How to Express Your Interest:

Interested candidates are invited to submit their **expression of interest**, including a resume and a brief cover letter outlining their qualifications and availability, to [ASDN.Jobs@nbed.nb.ca](mailto:ASDN.Jobs@nbed.nb.ca). Please include "Expression of Interest: Casual School Administrative Assistant" in the subject line of your email.

**Please note** that resumes will be kept on file for a maximum of **6 months** and will only be considered if there is a need to replenish the Casual School Administrative Assistant pool.